

## Direct Service Receipts and Expenses – Road Map

### 1. Title V Renewals Flat Fees – Required Annually: See Flow Chart 1

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Oil and Gas, PTE > 250 TPY	18 AAC 50.400(a)(1)(A)	\$1,633/yr	07:16	AQ:AFR	73002:02 Ad Order (Flat Fee Permitting)
Large Power Plant, PTE > 250 TPY	18 AAC 50.400(a)(2)(A)	\$1,485/yr	07:16	AQ:AGR	
Small Power Plant, PTE > 250 TPY	18 AAC 50.400(a)(3)(A)	\$1,315/yr	07:16	AQ:AHR	
Oil and Gas or SRU, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(5)(A)	\$1,347/yr	07:16	AQ:AIR	
Small Power Plant, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(7)(A)	\$1,326/yr	07:16	AQ:AJR	
Other, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(9)(A)	\$1,326/yr	07:16	AQ:ALR	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Annual Flat Fee – Bill Out Annually using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – DIAS Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense ID 73002:02 – Administrative Support Duty

### 2. Original Title V Permits Flat Fees – Required Annually: See Flow Chart 2

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Oil and Gas or SRU, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(4)(A)	\$2,020/yr	07:30	AQ:AIO	73002:02 Ad Order (Flat Fee Permitting)
Small Power Plant, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(6)(A)	\$1,989/yr	07:30	AQ:AJO	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Annual Flat Fee – Bill Out Annually using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – DIAS Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense ID 73002:02 – Administrative Support Duty

**3. Routine Compliance Review Flat Fees – Required Annually: See Flow Chart 3**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)	
Oil and Gas, PTE > 250 TPY	18 AAC 50.400(a)(1)(B)	\$2,915/yr	03:14	AQ:RC01	72001:01 Travel – Per Diem (Routine Compliance)	
Large Power Plant, PTE > 250 TPY	18 AAC 50.400(a)(2)(B)	\$1,700/yr	03:14	AQ:RC02		
Small Power Plant, PTE > 250 TPY	18 AAC 50.400(a)(3)(B)	\$1,460/yr	03:14	AQ:RC03		
Oil and Gas or SRU, 100 TPY < PTE < 250 TPY (original)	18 AAC 50.400(a)(4)(B)	\$2,070/yr	03:14	AQ:RC04		
Oil and Gas or SRU, 100 TPY < PTE < 250 TPY (renewal)	18 AAC 50.400(a)(5)(B)	\$2,070/yr	03:14	AQ:RC05		
Small Power Plant, 100 TPY < PTE < 250 TPY (original)	18 AAC 50.400(a)(6)(B)	\$1,540/yr	03:14	AQ:RC06		
Small Power Plant, 100 TPY < PTE < 250 TPY (renewal)	18 AAC 50.400(a)(7)(B)	\$1,540/yr	03:14	AQ:RC07		
Sources Operating Under GPI or GPA, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(8)(B)	\$160/yr	03:14	AQ:RC08		72002:01 Travel – Transportation (Routine Compliance)
Other, 100 TPY < PTE < 250 TPY	18 AAC 50.400(a)(9)(B)	\$1,540/yr	03:14	AQ:RC09		
Sources Operating Under a Minor Permit w/no TV, including GP3 and GP9 (GP4 is questionable if minor)	18 AAC 50.400(h)	\$530/yr	03:14	AQ:RC10		
Sources Operating Under an ORL	18 AAC 50.400(k)(1)(B)	\$110/yr	03:14	AQ:RC11		
Sources Operating Under a PAEL for Diesel Engines	18 AAC 50.400(k)(2)(B)	\$110/yr	03:14	AQ:RC12		
Sources Operating Under a PAEL for Gasoline	18 AAC 50.400(k)(3)(B)	\$110/yr	03:14	AQ:RC13		

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Annual Flat Fee – Bill Out Annually using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – DIAS Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (Travel Per Diem and Travel Transportation) upon final Travel Approval signature using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense IDs are 72001:01 for per diem and 72002:02 for transportation – Permit Engineer Duty

**4. Minor Permit One Time Fees – Required Prior to Action: See Flow Chart 4**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Asphalt Plants, PTE < 100 TPY	18 AAC 50.400(c)(1)	\$3,975	07:30	AQ:SSA	73002:02 Ad Order (Flat Fee Permitting)
Thermal SRU, PTE < 100 TPY	18 AAC 50.400(c)(2)	\$5,300	07:30	AQ:SSR	

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Rock Crusher, PTE < 100 TPY	18 AAC 50.400(c)(3)	\$2,650	07:30	AQ:SSC	
Incinerator, PTE < 100 TPY	18 AAC 50.400(c)(4)	\$7,950	07:30	AQ:INC	
Port of Anchorage Source, PTE < 100 TPY	18 AAC 50.400(c)(5)	\$7,950	07:30	AQ:POA	
Coal Preparation Plant, PTE < 100 TPY	18 AAC 50.400(c)(6)	\$6,360	07:30	AQ:CPP	
Minor Permit PAL w/o Ambient Analysis	18 AAC 50.400(e)(1)	\$3,975	07:30	AQ:PLN	
Minor Permit PAL w/ Ambient Analysis	18 AAC 50.400(e)(2)	\$7,950	07:30	AQ:PLA	
Minor Permit w/ Approval of PCP	18 AAC 50.400(e)(3)	\$4,770	07:30	AQ:PCU	
Minor Permit w/ PCP Notice	18 AAC 50.400(f)	\$795	07:30	AQ:PCL	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – One Time Fee Required Prior to Permit Action/Upon Receipt of Application – Bill and Log Payment upon receipt using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – Administrative Support Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense ID 73002:02 – Administrative Support Duty

**5. Other One Time Fees – Required Prior to Action: See Flow Chart 5**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Fast Track Minor Permit	18 AAC 50.400(d)	\$3,975	07:28	AQ:FTN	
Non-Qualifying Fast Track Minor Permit	18 AAC 50.400(d)	\$2,650	07:29	AQ:MPW	
Title I Administrative Amendment	18 AAC 50.400(i)(1)	\$110	07:21	AQ:ADM	
Title V Administrative Amendment (not construction permit incorporation)	18 AAC 50.400(i)(2)	\$110	07:21	AQ:ADS	
Title V Administrative Amendment when incorporating construction permit	18 AAC 50.400(i)(3)	\$750	07:22	AQ:ADC	73002:02 Ad Order (Flat Fee Permitting)
Modeling Protocol Approval	18 AAC 50.400(i)(4)	\$1,170	07:23	AQ:MOD	
ORL or Minor Permit w/ ORL	18 AAC 50.400(k)(1)(A)	\$1,990	07:24	AQ:DOR	
PAEL for Diesel Engines	18 AAC 50.400(k)(2)(A)	\$110	07:26	AQ:DDP	
PAEL for Gasoline	18 AAC 50.400(k)(3)(A)	\$110	07:26	AQ:DBG	

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Open Burn Approval – w/no Smoke Incursion	18 AAC 50.400(l)	\$200	07:27	AQ:OBA	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – One Time Fee Required Prior to Permit Action/Upon Receipt of Application – Bill and Log Payment upon receipt using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – Administrative Support Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense ID 73002:02 – Administrative Support Duty

**6. Other One Time Fees – Required Upon Completion of DEC Review or Action: See Flow Chart 6**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Source Test Plan Review or RATA/RAA Test Plan Review <sup>1</sup>	18 AAC 50.400(j)(1)	\$400	03:11	AQ:STP	N/A
Source Test Results Review or RATA/RAA Test Report	18 AAC 50.400(j)(2)	\$400	03:12	AQ:STR	
Excess Emission/Permit Deviation Report Review	18 AAC 50.400(j)(3)	\$26.50	03:13	AQ:EXC	
Fee Appeal ( <i>will waive charge if reduction of 50% or more of disputed fee</i> )	18 AAC 50.400(j)(4)	\$110	01:15	AQ:FER	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – One Time Fee Required Upon Completion of DEC Review or Action – Bill upon completion using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – Permit Engineer Duty
- c. How do we track 3<sup>rd</sup> party costs – No 3<sup>rd</sup> party costs associated with these reviews

**7. General Permits One Time Fee – Required Prior to Action: See Flow Chart 7**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
General Operating Permit 1	18 AAC 50.400(g)	\$2,184	07:30	AQ:GP1	N/A

<sup>1</sup> RATA/RAA = CEMS relative accuracy test audit/CEMS relative accuracy audit

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
General Operating Permit A	18 AAC 50.400(g)	\$609	07:30	AQ:GPA	
General Operating Permit 3	18 AAC 50.400(g)	\$1,185	07:30	AQ:GP3	
General Operating Permit 4	18 AAC 50.400(g)	\$3,810	07:30	AQ:GP4	
General Operating Permit 9	18 AAC 50.400(g)	\$333	07:30	AQ:GP9	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – One Time Fee Required Prior to Permit Action/Upon Receipt of Application – Bill and Log Payment upon receipt using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – Administrative Support Duty
- c. How do we track 3<sup>rd</sup> party costs – No 3<sup>rd</sup> party costs associated with currently issued GPs

**8. Time and Material Fees – Invoiced Monthly: See Flow Chart 8**

Description	Regulation	Cost	Time Entry Activity Codes (billable)	Expense Log Expense IDs for Fees	Expense Log Expense IDs for 3 <sup>rd</sup> Party (billable)
Minor Permit under 502(c)(1)	18 AAC 50.400(m)(1)	149%	07:31, 07:32	n/a	
Minor Permits under 502(c)(3)	18 AAC 50.400(m)(2)	149%	07:31, 07:32	n/a	
Adjudicatory Hearing requested by Permittee	18 AAC 50.400(m)(3)	149%	07:14	n/a	
Title V Minor Modification	18 AAC 50.400(m)(4)	149%	07:19	n/a	72001:03 Travel – Per Diem (Time & Material)
Title V Significant Modification	18 AAC 50.400(m)(5)	149%	07:20	n/a	
Minor Permit Clean Unit Designation	18 AAC 50.400(m)(6)	149%	07:31, 07:32	n/a	
Revision or Rescission of terms of Title I Permit under 508(6)	18 AAC 50.400(m)(7)	149%	07:31, 07:32	n/a	72003:03 Travel – Transportation (Time & Material)
Observation of Source Test	18 AAC 50.400(m)(8)	149%	03:15	n/a	
Pre-Application Assistance	18 AAC 50.400(m)(9)	149%	07:02	n/a	73002:03 Ad Order (Time & Material)
Open Burn Approval w/ Smoke Incurion (use \$200 submitted w/application as retainer)	18 AAC 50.400(m)(10)	149%	07:27	n/a	
Nonroutine Compliance Activities	18 AAC 50.400(m)(11)	149%	03:09	n/a	
Completion of Permit action prior to January 29, 2005	18 AAC 50.400(m)(12)	149%	07:31, 07:32, 07:16	n/a	
Reopening of permit terms at the request of the Permittee	18 AAC 50.400(m)(13)	149%	07:31	n/a	

Description	Regulation	Cost	Time Entry Activity Codes (billable)	Expense Log Expense IDs for Fees	Expense Log Expense IDs for 3 <sup>rd</sup> Party (billable)
before issuance					
Other – not fixed (such as not listed original TV permits, un-negotiated fees, etc.)	18 AAC 50.400(m)	149%	07:31, 07:32, 07:16, 03:14	n/a	
DOL Nonroutine Compliance Activities	18 AAC 50.400(m)	149%	03:09	n/a	

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Time and Material Fees are billed Monthly upon DEC charges – Log and bill time spent on projects Daily using Time Entry in BillQuick (same as above, but select the A and B box to make the entry billable) – Project ID is the Permit Number – Activity Code is identified above – Permit Engineer Duty and Administrative Support Duty
- c. How do we bill 3<sup>rd</sup> party costs – Log and bill third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is billable, so select the A and B box) – Project ID is Permit Number – Expense ID 73002:03 – Administrative Support Duty

**9. Negotiated Service Agreements – \$5300 Retainer Required Prior to Action for Negotiation of Flat Fee that is Billable at Time and Material Fees, Negotiated Flat Fee for Permit Action:**

Description	Regulation	Cost	Time Entry Activity Codes	Expense Log Expense IDs for Fees	Expense Log Expense IDs for 3 <sup>rd</sup> Party
Minor Permit under 502(c)(2)	18 AAC 50.403(1)	TBD	01:14, 07:30, 07:31	AQ:CPR	73002:02 Ad Order (Flat Fee Permitting)  73002:03 Ad Order (Time & Material)
PSD Permit for New Stationary Source under 306	18 AAC 50.403(2)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Major Modification for a Major Stationary Source	18 AAC 50.403(3)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Construction Permit under 302	18 AAC 50.403(4)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Permit for Construction of new stationary source or addition of an emission unit in SO <sub>2</sub> area, Nikiski, or offshore platform	18 AAC 50.403(5)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Major Modification or Major Stationary Source, for which limit is requested to avoid 306	18 AAC 50.403(6)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Minor Permit under 508(4)	18 AAC 50.403(7)	TBD	01:14, 07:30, 07:31	AQ:CPR	
Renewal of Title V Permit for which fees are not established under 400(a)	18 AAC 50.403(8)	TBD	01:14, 07:16	AQ:CPR	
Notice of MACT approval under 321	18 AAC 50.403(9)	TBD	01:14, 07:30, 07:31	AQ:CPR	

Negotiations on Flat Fee: Time and Material Fees

- a. How do we track our costs – Log time spent on negotiated fee Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is 01:14 – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Log the \$5,300 retainer amount using Expense Log in BillQuick (this is not billable, only logging the retainer) – Project ID is the Permit Number – Expense ID is AQ:CPR – Administrative Support Duty.

Time and Material Fees are billed Monthly upon DEC charges – Log and bill time spent on negotiated fee Daily using Time Entry in BillQuick (same as above, but select the A and B box to make the entry billable – costs will be subtracted against the retainer logged above) – Project ID is the Permit Number – Activity Code is 01:14 – Permit Engineer Duty and Administrative Support Duty

- c. How do we bill 3<sup>rd</sup> party costs – No 3<sup>rd</sup> party costs during negotiations

**Permit Negotiated Work: Flat Fees**

- a. How do we track our costs – Log time spent on projects Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is 07:30 – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – After the negotiated agreement, bill the total negotiated agreement amount using Expense Log in BillQuick (this is billable) – Project ID is the Permit Number – Expense ID is AQ:CPR – Administrative Support Duty.
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is not billable, only logging the costs) – Project ID is Permit Number – Expense ID 73002:02 – Administrative Support Duty

**Permit Non-Negotiated Work: Time and Material Fees**

- a. How do we track our costs – Log time spent on negotiated fee Daily using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is 07:31 – Permit Engineer Duty and Administrative Support Duty
- b. How do we bill out – Time and Material Fees are billed Monthly upon DEC charges – Log and bill time spent on permit Daily using Time Entry in BillQuick (same as above, but select the A and B box to make the entry billable) – Project ID is the Permit Number – Activity Code is 07:31 – Permit Engineer Duty and Administrative Support Duty
- c. How do we track 3<sup>rd</sup> party costs – Log third party expenses (ad order costs) upon invoicing using Expense Log in BillQuick (this is billable) – Project ID is Permit Number – Expense ID 73002:03 – Administrative Support Duty

**10. Minor General Permits:**

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Minor General Permit 1 (MG1) (North Slope at one or more ice pads during winter)	18 AAC 50.410(f)(3)(A)(i)	\$300 + \$530 + \$1,808	07:30	EMIS:MGA	N/A

Description	Regulation	Cost	Time Entry Activity Codes (non-billable)	Expense Log Expense IDs for Fees (billable)	Expense Log Expense IDs for 3 <sup>rd</sup> Party (non-billable)
Minor General Permit 1 (MG1) (North Slope at one or more sites not including seasonal ice pad)	18 AAC 50.410(f)(3)(A)(ii)	\$300 + \$530 + \$5,424	07:30	EMIS:MGB	
Minor General Permit 1 (MG1) (non-North Slope, 1-5 wells in a fiscal year)	18 AAC 50.410(f)(3)(B)(i)	\$300 + \$530 + \$1,685	07:30	EMIS:MGC	
Minor General Permit 1 (MG1) (non-North Slope, 6-10 wells in a fiscal year)	18 AAC 50.410(f)(3)(B)(ii)	\$300 + \$530 + \$3,370	07:30	EMIS:MGD	
Minor General Permit 1 (MG1) (non-North Slope, 11 or more wells in a fiscal year)	18 AAC 50.410(f)(3)(B)(iii)	\$300 + \$530 + \$5,055	07:30	EMIS:MGE	

- a. How do we track our costs – Log time spent on MG1s using Time Entry in BillQuick – Project ID is the Permit Number – Activity Code is 07:30 –Administrative Support Duty ONLY at this time.
- b. How do we bill out – One Time Fee Required Prior to Permit Action/Upon Receipt of Application – Bill and Log Payment upon receipt using Expense Log in BillQuick – Project ID is the Permit Number – Expense ID is identified above – Administrative Support Duty.
- c. How do we track 3<sup>rd</sup> party costs – No 3<sup>rd</sup> party costs associated with currently issued GPs.